

JOB DESCRIPTION

JOB TITLE: Meal Delivery

GRADE: 4

JOB CODE: 6004

DATE: 11/8/95

GENERAL FUNCTION: Under appropriate supervision, positions bulk food into individual containers, package, load into vehicles and deliver meals to clients. Must be knowledgeable of food packing safety and be able to follow state laws regarding food handlers health and sanitation regulations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Packages client meals according to clients diet.

Make sure client meal is properly labeled for delivery.

Take foods from hot ovens, position foods from bulk containers to individual containers, make sure foods maintain proper temperatures, seal containers, load in vehicle and deliver to clients'.

Clean floors, counter tops, pots and pans and other utensils, and over-all cleanup of kitchen site; always adhering to food processing, safety, health, and sanitary procedures and guidelines.

Make sure vehicle is in good operating condition.

Collect and be accountable for monetary donations.

Detect any immediate health or environmental change or needs in client and report to supervisor. Report any emergency to proper authorities, immediate family and supervisor.

Complete necessary documentation and reporting any issues or concerns of clients to supervisor.

SUPERVISION RECEIVED: Close supervision of simple, routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED: No supervisory responsibility

JOB SPECIFICATIONS:

Knowledge and Abilities:

Must exercise good judgement in highway safety and vehicle performance.

Must possess a valid Kentucky drivers license and maintain a safe driving record.

Able to read, write, perform simple record keeping and follow written and verbal instructions.

Able to drive in adverse weather conditions and traffic.

Be pleasant, cheerful, courteous and accommodating to client needs.

Exercise good judgement.

Must be Bondable

Minimum Education, Training, and Experience Requirements: High school graduate or GED.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.